

FAMILY COURT SERVICES SUPERVISOR

DEFINITION

Under general direction, plans, develops, coordinates and implements the Family Court Services Program; develops, interprets, and implements policies and procedures; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This class has first line supervisory responsibilities for mediation services. It differs from the class of Director of Family and Children Court Services in that the latter is responsible for management and administration of several family court programs.

ESSENTIAL FUNCTIONS

1. Plans, develops, coordinates and implements Family Court Services Programs within established policy guidelines.
2. Evaluates Family Court Services Programs and recommends policy and organizational changes.
3. Assigns cases, supervises and reviews work of counseling and clerical staff.
4. Supervises administrative functions of intern program.
5. Provides counseling services to clients and handles the more difficult and sensitive cases.
6. Reviews legislation related to Family Court Services and makes recommendations.
7. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Master's degree in psychology, counseling, social work or other related behavioral science and three years of increasingly responsible professional child custody investigations, family

or mediation counseling, or psychotherapy experience in a setting related to the areas of responsibility of the court or any combination of training and experience that could provide the desired knowledge and abilities. Special Requirement: Possession of a license issued by the State of California as a Clinical Social Worker (LCSW), Marriage, Family and Child Therapist (LFMT), or Clinical Psychologist.

Knowledge of

Principles and practices of supervision; program management practices and techniques; principles and practices of mental health; adult psychopathology; psychological and socio-economics of the family unit; characteristics and signs of abuse, domestic violence and substance abuse; clinical issues relating to family dysfunction and child behavior/development; law as related to visitation, custody and parental rights; juvenile delinquency and dependency issues; factors contributing to the development of behavioral issues and individual disputes; mediation and negotiation practices and techniques, individual and group counseling techniques; governmental and private community resources and referral agencies; laws, regulation and professional practice relating to dispute investigation and resolution; legal terminology, court operations and courtroom procedure; courtroom etiquette and conventions.

Ability to

Plan, organize and manage program operations and implement program revisions; supervise, train, and review the work of others; make sound and objective decisions; evaluate program procedures and effectiveness; understand laws and statutes as related to assigned disputes; reach logical and sound conclusions based on evaluation of facts and conflicting information; establish rapport with clients; facilitate individual problem recognition, identification and solution; mediate and resolve disputes; work in environment with conflicting parties; effectively conduct interviews under stressful and/or hostile circumstances; put emotional and hostile individuals at ease; tactfully deal with others in a pleasant and non-confrontational manner; identify and utilize support services and community resources; establish and work cooperatively with representatives of other organizations; prepare concise reports and records, make formal oral and written presentations; apply research principles and methods; manage time in a heavy work schedule; prioritize case work; effectively communicate with people of diverse socio-economic backgrounds and temperaments.

Special Requirements

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; some reaching for items above and below desk level.

Date Est. 4/00

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